

WITHDRAWN – RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0075-2014-0001

Request for Records Disposition Authority

Records Schedule Number DAA-0075-2014-0001

Schedule Status Returned Without Action

Agency or Establishment Bureau of Indian Affairs

Record Group / Scheduling Group Records of the Bureau of Indian Affairs

Records Schedule applies to Agency-wide

Schedule Subject
Guaranteed Loan Accounting System (GLAS) provides Indian Affairs (IA) with the ability to coordinate the origination and servicing of loans to qualified Native American applicants by commercial financial institutions, and to service, collect, and track the repayments of loans made by Indian Affairs. GLAS is also used to track and manage guaranteed loans, direct loans, and insured loans, recording payments and unpaid balances by providing information on payments made on Interest subsidy, Credit obtained, premiums paid by lenders, and to administer the Loan Guaranty and Insurance Program. The loan program is authorized by the Indian Financing Act of 1974 and the Federal Credit Reform Act of 1990.

Internal agency concurrences will be provided No

Background Information

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
0	0	0	5

GAO Approval

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Outline of Records Schedule Items for DAA-0075-2014-0001

Sequence Number	
1	a. Source Records/Inputs. Disposition Authority Number: DAA-0075-2014-0001-0001
2	b. Master Data File Disposition Authority Number: DAA-0075-2014-0001-0002
3	c. System Generated Documents/Outputs. 1. System Generated Documents in Case Files. Disposition Authority Number: DAA-0075-2014-0001-0003
4	c. System Generated Documents/Outputs. 2. System Generated Documents organized by Program, Regional, Agency or Field Offices. Disposition Authority Number: DAA-0075-2014-0001-0004
5	d. System Documentation. Disposition Authority Number: DAA-0075-2014-0001-0005

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Records Schedule: DAA-0075-2014-0001

Records Schedule Items

Sequence Number	
1	<p data-bbox="370 459 719 491">a. Source Records/Inputs.</p> <p data-bbox="370 512 1133 544">Disposition Authority Number DAA-0075-2014-0001-0001</p> <p data-bbox="370 566 1464 629">Data and information encoded into the system for loan guarantee applications, lender information during loan finalization, collections, and defaulted assignments.</p> <p data-bbox="370 651 914 683">Final Disposition Permanent</p> <p data-bbox="370 704 914 736">Item Status Withdrawn</p> <p data-bbox="370 757 818 789">Is this item media neutral? Yes</p> <p data-bbox="370 810 818 917">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p data-bbox="370 938 818 1034">Do any of the records covered by this item exist as structured electronic data? Yes</p> <p data-bbox="370 1066 667 1098">Disposition Instruction</p> <p data-bbox="370 1119 1481 1225">Transfer to the National Archives for Accessioning Subsequent legal transfer of the records will be jointly agreed to between DOI and NARA, as specified in NARA standards applicable at the time of transfer.</p> <p data-bbox="370 1268 662 1300">Additional Information</p> <p data-bbox="370 1321 1032 1406">What will be the date span of the initial transfer of records to the National Archives? From 1999 To 2013</p> <p data-bbox="370 1427 954 1513">How frequently will your agency transfer these records to the National Archives? Every 1 Years</p>
2	<p data-bbox="370 1608 626 1640">b. Master Data File</p> <p data-bbox="370 1661 1133 1693">Disposition Authority Number DAA-0075-2014-0001-0002</p> <p data-bbox="370 1715 1432 1959">The master data file contains loan applications and supporting documentation; Borrower information including names, addresses, date of birth, phone number, loan number, tribal affiliation, record of payment card, guaranty agreements, eligibility certificate, default documents, and /or promissory note; Information on individuals who refuse to make payments; Interest subsidy requests; Loan extension approvals; Documentation on loan applications not approved for guaranty or insurance; Account information for individuals approved for loans,</p>

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including loan status, loan advance, subsidy status, approval status, loan number, and borrower ID.

Final Disposition Permanent

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Disposition Instruction

Transfer to Inactive Storage Create a duplicate copy of records off-line and physically transfer to the National Archives upon approval of this schedule in accordance with NARA instructions and guidance.

Transfer to the National Archives for Accessioning Subsequent legal transfer of the records will be jointly agreed to between DOI and NARA, as specified in NARA standards applicable at the time of transfer.

Additional Information

What will be the date span of the initial transfer of records to the National Archives? From 1999 To 2013

How frequently will your agency transfer these records to the National Archives? Every 1 Years

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c. System Generated Documents/Outputs. 1. System Generated Documents in Case Files.

Disposition Authority Number DAA-0075-2014-0001-0003

Case file specific queries, sorts, reports, tables, and data compilations (e.g. management reports and plans, evaluations reports, annual reports, status and delinquency reports) that are created for case files, studies, inquires, inspections, and related program files.

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

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Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
Do any of the records covered by this item exist as structured electronic data?	Yes
Disposition Instruction	
Cutoff Instruction	Apply disposition instructions approved for paper and microfilm records.
Retention Period	Apply disposition instructions approved for paper and microfilm.
Additional Information	
GAO Approval	Not Required
c. System Generated Documents/Outputs. 2. System Generated Documents organized by Program, Regional, Agency or Field Offices.	
Disposition Authority Number	DAA-0075-2014-0001-0004
Data compilation reports (e.g. management reports and plans) that are not case file specific and generated bi-weekly, monthly, quarterly, and annually. These reports cannot be easily separated and filed in case specific files. Records may be filed by system report name, program, region, agency, or field office; run job date and fiscal year, or other means.	
Final Disposition	Permanent
Item Status	Withdrawn
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
Do any of the records covered by this item exist as structured electronic data?	Yes
Disposition Instruction	
Cutoff Instruction	Cutoff at the end of the fiscal year.
Transfer to Inactive Storage	Transfer paper records to the records center and electronic records to the National Archives, two (2) years after cutoff or when no longer needed for current business operations.

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Transfer Electronic Records to the National Archives for Pre-Accessioning Transfer electronic records to the National Archives for pre-accessioning 2 year(s) after cutoff

Transfer to the National Archives for Accessioning subsequent legal transfer of records will be jointly agreed to between DOI and NARA, as specified in NARA standards and applicable at the time of transfer.

Additional Information

What will be the date span of the initial transfer of records to the National Archives? From 1999 To 2013

How frequently will your agency transfer these records to the National Archives? Every 2 Years

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d. System Documentation.

Disposition Authority Number DAA-0075-2014-0001-0005

System data specifications, file specifications, code books, record layouts, user guides, output specifications, and final reports (regardless of medium) relating to the Guaranteed Loan Accounting System master file.

Final Disposition Permanent

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Disposition Instruction

Transfer to Inactive Storage Transfer to the National Archives along with the Master Data File to which the documentation relate.

Transfer to the National Archives for Accessioning Subsequent legal transfer to the records will be as jointly agreed to between DOI and NARA, as specified in NARA standards applicable at the time of transfer.

Additional Information

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Records Schedule. DAA-0075-2014-0001

What will be the date span of the initial transfer of records to the National Archives? From 1999 To 2013

How frequently will your agency transfer these records to the National Archives? Every 1 Years

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Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
12/02/2013	Certify	Michelle Tenorio	Supervisory Program Analysis Officer	Bureau of Indian Affairs and Office of the Special Trustee for American Indians - Bureau of Indian Affairs and Office of the Special Trustee for American Indians
04/05/2016	Return Without Action	Mark Ferguson	Appraiser	National Archives and Records Administration - Records Management Services

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